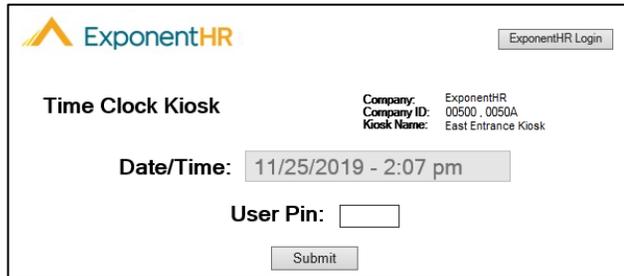


What is a Time Clock Kiosk?

A time clock kiosk is a shared computer terminal that allows multiple employees to punch in and out using a 5-digit PIN. This bypasses the need for employees to log onto the ExponentHR website and keeps foot traffic at kiosk terminals moving quickly.



Upon hire, each non-exempt employee is automatically assigned a random PIN, which is used when clocking in/out at a kiosk. The time punch is always the current date. If activated, employees may also use a kiosk to allocate time worked to a specific location, job, or other classification type.

How Do I Activate a Time Clock Kiosk?

Wage & Tax > Payroll Management > Time Clock Kiosk Setup

To activate a new computer terminal, or reset a terminal for kiosk use, you must first be connected to the desired computer terminal.



- In the **Computer Name** field, type in a unique label to describe the terminal being set up as a kiosk.
Note: This will make it easy to identify the kiosk in the event it ever needs to be reset or deleted.
- If necessary, use the **Disable ExponentHR Login** checkbox to either allow or block employees from using the terminal to log onto the actual ExponentHR website.

Note: When disabled, employees will need to use an alternate computer to perform any other functions in the ExponentHR website (request time off, view paychecks, correct an existing time clock entry, etc.)

- To have the kiosk buttons and messages on the kiosk screen appear in both English and Spanish, check the **Activate Spanish** option.
- Select the appropriate time zone for the kiosk in the **Time Zone** drop-down list.
- Click the **Activate Kiosk** link.

Result: The terminal is added to the list of activated kiosk systems.

EDIT ACTIVE KIOSK SYSTEMS								
	Computer Name	Computer ID	Disable Login	Spanish	Time Zone	Last Changed	Changed by	Reset?
Delete	Warehouse Back	1921681061-628887	No	No	Central Time Zone	11/21/2019	J Ryan	Reset

Upon re-accessing the ExponentHR login page at the terminal, the Time Clock Kiosk page will appear (or a link to the kiosk page will appear if ExponentHR website login has not been disabled).

How do I Edit/Disable/Reset a Time Clock Kiosk?

Wage & Tax > Payroll Management > Time Clock Kiosk Setup

Editing Setup of an Existing Kiosk

At any time, you may update the entered computer name, time zone, or other kiosk features. From any device, navigate to the Time Clock Kiosk Setup page, make the desired changes for the respective kiosk, and click the **Save** button in the top-right corner.

Re-Establish Kiosk on Same or New Computer

In the event that a kiosk needs to be re-established on the same or a different terminal, you will first need to log into the ExponentHR website while connected to the respective (new) terminal. On the Time Clock Kiosk Setup page, click the **Reset** link next to the kiosk computer name

Disabling an Existing Kiosk

On the Time Clock Kiosk Setup page, click the **Delete** link next to the kiosk computer name that no longer needs to be designated as a time clock kiosk.

How do I ask for Additional Information?

If you need further assistance with any part of ExponentHR, contact the ExponentHR Customer Support desk at: (866) 612-3200 or support@exponenthr.com.